

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2011 – 0011***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: HR Handbook Update – Detail to Special Duty Extensions**

**Issue Date: August 31, 2011**

This is to advise that the HR Handbook has been updated with a new form titled ***“Request for Extension of Detail to Special Duty”***. A description of the document and its location is as follows:

- **Request for Extension of Detail to Special Duty Form** – This form was created for agency use as a tool to collect standard, consistent information regarding requests for extension of details to special duty beyond the initial one (1) year appointment. The form is available as [CSED.1](#) and is available in [Word 2007](#) and [Word 2003](#).

**REASON FOR THE CHANGE:** This form was established to provide a tool used to collect standardized consistent information from users requesting extensions of detail to special duty. It allows the Department of State Civil Service Consultant to review data submitted and provide sound recommendation to the Director.

If you have any questions, please contact the Program Assistance Division at (225) 342-8274.

Sincerely,

s/Shannon S. Templet  
Director